

Charter Institute at Erskine

INSTITUTE INSIGHTS

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Submission: ARCS Standard 9: Evaluations

Department: Special Education and 504

Due Date: 10/15/2021

Details: All Tiers: Submit evidence that indicates a method of tracking all initial evaluation and re-evaluations.

Submission: ARCS Standard 8: Comparable Services (a)

Department: Special Education and 504

Due Date: 09/30/2021

Details: Tier 1: Institute Internal check of completed comparable services at 5 and 30 days.

Tier 2: Submit completed tracking document for all transfer students with IEPs into the school that documents the 5th and 30 day requirements.

Tier 3: Submit completed tracking document monthly for all transfer students with IEPs into the school that documents the 5th and 30 day requirements.

Submission: Reading Plans

Department: State and Academic Programs

Due Date: 10/01/2021

Details: Submit completed Reading Plan for Elementary and Middle/High School. Do not complete the SCDE Reflection Tool on the SCDE Formstack. This year's reflection tool has been re-organized to reflect the state's implementation of Multi-Tiered System of Supports (MTSS). Please use only the updated literacy plan documents, as the sections and questions are organized differently than in prior years.

Submission: August 2021 Journal Entry Upload

Department: Finance

Due Date: 09/30/2021

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of the Charter Contract, the School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 15th day of the subsequent month and a yearly upload of the audited adjustments by November 15. In addition, the School shall be responsible for submitting a quarterly financial statement in the format prescribed by the Sponsor by the 15th day of the month following the end of each quarter. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School.

Submission: Teacher Supply Check Records

Department: Finance

Due Date: 09/30/2021

Details: Under the South Carolina General Appropriations Act for 2018-2019, Proviso 1A.9, the schools are given an allocation of \$275 for each teacher, certified and non-certified, and full-time or part-time to offset expenses incurred by eligible employees for supplies directly related to the education of students. This includes all positions coded in PCS as teaching positions, guidance counselors, Library Media Specialists, Speech Therapists, Career Specialists, and ROTC Instructors (PCS Codes 03 – 11, 17, 18, and 23). In accordance with this proviso, a check in the amount of \$275 must be given to each teacher as soon as funding has been received from the Institute. Please also note that any supplies/materials/equipment purchased with the teacher supply funding is that of the teacher and not the school in which the teacher is employed. If a teacher leaves the employment of the school, supplies are taken by the teacher upon their departure.

Submission: CERRA Supply and Demand Survey

Department: Human Resources and Benefits

Due Date: 09/27/2021

Details: The CERRA survey is an important tool to collect data that is frequently requested by the Legislature, the Education Oversight Committee, and other state agencies that support and/or fund these initiatives.

The Excel file contains five worksheets, with the first one consisting of survey instructions. A few minor changes were made to the instructions this year so please read them carefully before completing the four remaining worksheets. You may even notice that a couple of survey questions were deleted. Be sure to scroll down to the bottom of each worksheet as most contain multiple tables. Each worksheet includes an auto-sum feature; therefore, you are not required to enter totals.

In order to allow us sufficient time to process the data and submit required information to the State Board of Education, please email me your completed survey by Monday, September 27, 2021.

Submission: Graduation Rate Data Check vs. SDE file

Department: Accountability

Due Date: 09/27/2021

Details: You have an opportunity to compare your graduation rate data with the data pulled from the SDE. A memo is attached concerning this submission. You also have an individual school file to use. Address all questions to hholliday@erskinecharters.org.

Submission: Fall 2021 Dropout and No Show Data Coding

Department: PowerSchool and IT

Due Date: 10/01/2021

Details: Please see the attached presentation concerning guidance from the state and the Institute regarding No Show and Dropout coding including deadlines for Fall 2021. You will also have a file containing the following information: potential dropouts list, No Show Coding, and current Dropout coding in PS. Please direct all questions to Heather Holliday (hholliday@erskinecharters.org).

Submission: FY22 Arts in Education Plan Submission

Department: Federal Programs Finance

Due Date: 10/01/2021

Details: Please submit your school's Arts in Education plan at: https://erskinecharters.formstack.com/forms/artsineducation_plans (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.)

Submission: EEDA Benefit Breakout

Department: Federal Programs Finance

Due Date: 10/01/2021

Details: Please update the Benefits Breakout form to reflect the amount that is included in the plan. Schools will be unable to seek federal reimbursements for benefits until received. Benefits total must equal the amount requested in the plan. Please refer to SCDE Financial Accounting Handbook for the correct category description

Submission: CoGat--Items Prior to testing

Department: Assessment

Due Date: 10/10/2021

Details: This submission will ask for the following. From all--Security Affidavits (front and back if two pages) for STC, Test Administrators, and Monitors and the training sign in sheet. From paper testing schools--a copy of the Receipt of Materials form submitted to Riverside (the test vendor). From online schools--a verification that your staff has completed online training. These are due no later than the day prior to the test window, October 10.

Submission: Fall WIN (Career Readiness) Testing

Department: Assessment

Due Date: 10/04/2021

Details: Attached you will find a spreadsheet to complete to submit the names of fall testing students so I can ensure they are in the WIN system and available for you to place in test sessions for the window. The deadline for the Fall Technology set up confirmation with WIN is Oct 8. Contact hholliday@erskinecharters.org with questions. I have also attached a recent training presentation and three additional documents for your reference.

Announcement: Dual-modality Instruction Requirements and Limitations

Contact Person: Christy Junkins

Department(s): Human Resources and Benefits, New Schools, Transfer Schools

Start Date: 08/30/2021

End Date: 09/29/2021

Details: There is currently an act (https://www.scstatehouse.gov/sess124_2021-2022/bills/704.htm) stating the following:

Dual-modality instruction requirements, limitations

SECTION 3. (A) Due to the need for ongoing, high-quality instruction to address learning disruptions associated with COVID-19 for the 2021-2022 School Year, school districts are prohibited from assigning a teacher to deliver instruction to students simultaneously in-person and virtually, an approach often referred to as "dual-modality instruction", unless it is reasonable and necessary due to extreme and unavoidable circumstances in order to ensure that all students have access to highly qualified instructors.

(B) In the event that a school district determines it is necessary for a teacher to deliver dual-modality instruction, the school district must provide additional compensation to the teacher.

(C) For any teacher assigned by a school district to dual-modality instruction, the school district must provide the State Department of Education with the name of the teacher, school where the teacher is employed, and subject area in which the teacher was hired to teach. The State Department of Education shall report the information to the General Assembly at the completion of the school year.

If you have any teachers that fit this requirement, please notify Christy Junkins at cjunkins@erskinecharters.org. Thank you!

Announcement: SPED Coordinator Monthly Roundtable

Contact Person: Kathy Griffin

Department(s): Special Education and 504

Start Date: 09/10/2021

End Date: 10/12/2021

Details: SPED Coordinator monthly roundtable will be held on 10/12/2021 from 1:00-2:00. More information will follow.

Announcement: Instructions for Fund 217 - Revenue 4973

Contact Person: Ciera Bing

Department(s): Federal Programs Finance , Finance

Start Date: 09/13/2021

End Date: 10/13/2021

Details: The State Department of Education is the sub-recipient of CRF per-pupil Funding, LEAP, ARC, and Hotspots Funding (Sub fund 217). Because of this, these funds will not be reported on the SEFA. Please inform your auditor that these funds will not need to be reported on the SEFA and should be recorded in Revenue 3995. This will require a JE from Sub fund 217, Revenue 4973 (ARC, LEAP, and CRF per-pupil) to Sub fund 217 and Revenue 3995. Only the Revenue should be changed, not the Sub fund.

Announcement: Second Quarter Finance Training

Contact Person: John Li

Department(s): Federal Programs Finance , Finance

Start Date: 09/13/2021

End Date: 10/13/2021

Details: The October 13th training will be to kick off the new school year. The training will begin at 10am. The Institute's Finance Department will continue to have quarterly trainings throughout the school year. Zoom link will be sent out via email to all School Finance and School Leader contacts.

Announcement: Quarterly Title III Training

Contact Person: Celina Patton

Department(s): Title III ESOL

Start Date: 09/14/2021

End Date: 10/14/2021

Details: The Quarter Title III Coordinator Training will be held virtually on 10/14/2021 from 1-2. More information to follow.

Announcement: Formative Data Testing Percentage Requirements for Fall

Contact Person: Heather Holliday

Department(s): Accountability , Assessment

Start Date: 09/15/2021

End Date: 10/22/2021

Details: Preliminary guidance (not final and not official) has been provided concerning the minimum percentage of students needing to have participated in Fall formative testing. The attached memo has greater details. The numbers regarding enrollment included in the memo reflect the required number of students to test at each grade level and overall by school as of Day 5 enrollment information. Please direct any questions to hholliday@erskinecharters.org.

Announcement: Notice of Upcoming Solicitation- State-Funded School Resource Officers, Training, and Equipment

Contact Person: John Li

Department(s): Finance

Start Date: 09/21/2021

End Date: 10/20/2021

Details: The attached is a brief summary of a more comprehensive solicitation that will be finalized and released in the near future. This solicitation may have a relatively short application period, so please use the information contained in this document to pre-plan for the solicitation. If any information in this document is different than the final solicitation, the final solicitation will take precedence.

Please work with your local law enforcement agency to pre-plan for the solicitation. Please note that the school will not automatically receive the funding by completing the application. The Institute will keep you posted when the application becomes available.

Announcement: Student Broadband Access Survey via PowerSchool Parent Portal

Contact Person: Jason Jones

Department(s): Leadership, PowerSchool and IT

Start Date: 09/23/2021

End Date: 10/08/2021

Details: The South Carolina Department of Education (SCDE) purchased Ecollect Forms as a tool for administering required accountability surveys through PowerSchool. SCDE will be releasing its first forms soon. The Student Broadband Access Survey Ecollect Form must be distributed to families to capture information around students' access to high-quality internet for completing coursework. Families access Ecollect forms via Parent Portal, so PowerSchool administrators must ensure that Parent Portal is activated and parents are aware of how to access for their students at the school. The Broadband Access survey must be completed by parents by October 15.

Announcement: PEBA Open Enrollment 2021

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 10/01/2021

End Date: 10/31/2021

Details: PEBA Open Enrollment will officially begin on October 1 and will run until October 31. Employees are able to enroll or make changes in their insurance. Employees can also re-enroll in MoneyPlus and make changes in Life Insurance. Changes will be effective January 1, 2022. For any questions, please contact Robbie Anderson at (803) 429-2355 or randerson@erskinecharters.org

Announcement: October PS Admin Meeting

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 10/01/2021

End Date: 10/21/2021

Details: The PowerSchool monthly webinar will be Oct. 21, 2021 @ 9:00 am. Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/999791133>

You can also dial in using your phone. United States: +1 (224) 501-3412 Access Code: 999-791-133 New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/999791133>

Announcement: MTSS Coordinator Training

Contact Person: Laura Merrick

Department(s): MTSS

Start Date: 10/03/2021

End Date: 11/03/2021

Details: The MTSS Quarterly Training will be held on 11/3/21 from 10:00-11:00. More information will follow.